



**REQUEST FOR AUTHORIZATION TO USE UNIVERSITY TANGIBLE ASSETS
AT A NON-UNIVERSITY LOCATION**

Property Inventory 101 Rider Building II

Purpose: This form is used to request authorization for temporary transfer of University tangible assets to a non-University location.

When the tangible asset has a University Property Inventory tag and the transfer period is in excess of thirty (30) days, photocopies three and four of the form are also required. The third copy is forwarded to Property Inventory at the beginning of the transfer period, and the fourth copy is forwarded to Property Inventory when the tangible asset is returned. Please refer to page 6.03 of the General Forms Usage Guide for more information.

Employee Name: _____ **PSU-ID:** _____ **Office Phone No.:** _____

Dept. Name: _____ **Dept. Address:** _____

TANGIBLE ASSET DESCRIPTION *NOTE: The tangible asset must be tagged with a PSU inventory tag before it is moved to the non-University location.*

PSU Inventory Tag No.: _____ **Serial Number:** _____

Item Description:

Description of how items will be used. Research Instruction Administration Service Other (Explain)

TANGIBLE ASSET LOCATIONS AND DATES OF TRANSFER

FROM Dept.: _____ **TO** Location: _____

Building/Room: _____ Street Address: _____

Campus: _____ City/State/Zip: _____

TRANSFER PERIOD: From: _____ **To:** _____

REQUEST *NOTE: PROXY SIGNATURES ARE NOT ACCEPTABLE ON THIS FORM*

I request permission to relocate the tangible asset listed above to the specified non-University location, and I agree to exercise due diligence in caring for this tangible asset during the time it is assigned to me. I further agree that this tangible asset will be used in the conduct of the University programs and activities stated above and will only be located at the address indicated. I agree to return this tangible asset in good condition to the University premises from which it was transferred, either upon demand or on or before the end of the authorized transfer period.

Requesting Employee's Signature: _____ **Date:** _____

RECOMMENDATION

I recommend that this request be authorized.

Budget Administrator's Signature: _____ **Date:** _____

AUTHORIZATION

In accordance with University Policy FN14, permission is granted for the above named University employee to move the above listed tangible asset to the indicated non-University location where it is to be used only for the University programs and activities as stated above.

Budget Executive's Signature: _____ **Date:** _____

RETURN

The tangible asset listed above was returned to me in good condition.

Department Representative's Signature: _____ **Date:** _____

ORIGINATING DEPARTMENT'S USE ONLY

Item Out: ___/___/___ **Returned:** ___/___/___

Follow-up: ___/___/___ **by:** _____

Comments:

PROPERTY INVENTORY'S USE ONLY

Item Out: ___/___/___ **Returned:** ___/___/___

Follow-up: ___/___/___ **by:** _____

Comments:

